

Brown's Family Clock Shop

Customer Shipping Form

Please fill out this form and include it in the package with your clock and any other necessary parts.

<i>First Name</i>	<i>Last name</i>	<i>Email Address</i>	<i>Phone Number</i>	
<i>Return Address</i>		<i>City</i>	<i>State</i>	<i>Zip</i>
<i>Quantity of Timepieces</i>	<i>Brand</i>	<i>Reference/caseback number</i>		
<i>Description of problems/services requested</i>			<i>Date Received (for BFCS use)</i>	
<i>Work done (for BFCS use)</i>		<i>Date sent (for BFCS use)</i>	<i>Paid (for BFCS use)</i>	

How to package your clock:

- Take out batteries (no need to send them)
- Lock pendulum or remove and wrap separately
- Wrap clock in bubble wrap
- Fill in open space with peanuts, bubble wrap, newspaper etc.
- Put clock face up towards shipping label
- Place this form inside of box and seal securely

If possible double box:

- Place first box inside of second
- Fill space between the two boxes with filler (peanuts, bubble wrap, newspaper etc.)
- Smaller box shouldn't be touching the larger box

****Please note: we use your packaging to return your clock to you, so please use an undamaged box and an adequate amount of packing material**

How to ship your package:

We recommend using FedEx

- We will ship back to you through FedEx
- They can box it for you
- They can include a return label
- Link to FedEx shipping info: <https://www.fedex.com/en-us/shipping/packing/how-to-pack/breakables.html>

ALWAYS insure your package

- We recommend at least \$500
- We can also make a recommendation based on your specific clock

Where to send your clock:

Brown's Family Clock Shop
8 Adoracion Way
Hot Springs Village, AR 71909

If you have any questions, please call or email us at (501) 226-5508 or sarah@brownsfamilyclockshop.com